

**2015 Review Conference of the Parties
to the Treaty on the Non-Proliferation
of Nuclear Weapons**

Distr.: General
9 January 2015

English only

New York, 27 April-22 May 2015

**Information for States parties, observer States and
intergovernmental organizations**

Summary

The present document provides preliminary information for participants in the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons (hereinafter "Review Conference"). Additional information will be provided closer to the date of the event.

Documentation and other information, as it becomes available, will be posted on the website of the Review Conference (www.un.org/en/conf/npt2015/).



I. Dates and venue

1. In accordance with a decision taken at the second session of the Preparatory Committee of the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons, the Review Conference will be held in New York from 27 April to 22 May 2015.
2. The general debate will begin on Monday, 27 April, at 10:30 a.m. in the General Assembly Hall at United Nations Headquarters.

II. List of speakers and general debate

3. The list of speakers for the general debate will be open as from 6 April 2015. States parties wishing to inscribe the names of their representatives on the list of speakers for the general debate are invited to contact Mr. Hong Tan of the Secretariat, room S-3164, tel: 1 212 963 7062, fax: 1 917 367 1767. Speakers' lists for the main committees will be opened at a later stage during the Conference.
4. Given that a large number of States parties are expected to take part in the general debate, the President-designate has indicated that it would be highly desirable for statements not to exceed five minutes so that the general debate can be completed within the envisaged time frame. Representatives speaking on behalf of a group of States are encouraged to deliver statements that do not exceed eight minutes.
5. Delegations are encouraged, whenever possible, to send an electronic copy of their statements, as early as possible in advance of delivery, to papersmart3@un.org. The statements will be available to view and download from the PaperSmart portal upon delivery. The Secretariat kindly requests delegations to provide only 25 hard copies of official statements for the technical services. The United Nations does not provide photocopying services.

III. List of participants

6. With respect to the list of participants, States parties, observer States and intergovernmental organizations are kindly requested to provide information in writing, by no later than 6 April 2015, on the composition of their delegations at the session. This information should be sent to the Secretary-General of the Review Conference, Mr. Thomas Markram, Office for Disarmament Affairs, United Nations, Room S-3149, New York, N.Y. 10017, United States of America.
7. To facilitate the preparation and early distribution of the list of participants, it is requested that the composition of the delegations also be made available in electronic format (Microsoft Word or similar format) by e-mail to Ms. Lucia Andaya of the Secretariat (andaya@un.org) by no later than 6 April 2015.

IV. Registration procedures

8. Reference is made to the registration of members of delegations of participating States, specialized agencies, as well as intergovernmental

organizations accredited to the United Nations and those invited by the Secretariat but not accredited to the United Nations. Requests for grounds passes must be submitted to the Protocol and Liaison Service by no later than Friday, 10 April 2015.

9. Permanent missions and liaison offices in New York are required to submit their requests using the online accreditation system "eAccreditation" (<http://eaccreditation.un.int>). Information regarding the "eAccreditation" can be found at www.un.int/protocol.

10. United Nations accredited intergovernmental organizations without an office in New York and those invited by the Secretariat but not accredited to the United Nations are required to follow the procedure below:

(a) Submit a letter to the Chief of Protocol, stamped and signed by the head of the organization, with the names and functional titles of the delegation attending the Conference. In addition, the letter must include a name and an e-mail address of the focal point making the request;

(b) Attach an SG.6 form for each member of the delegation (available from www.un.int/protocol, under "Forms");

(c) Send the above-mentioned letter and form or forms to the Protocol and Liaison Service at room S-0201 or by fax to 1 212 963 1921.

Once the accreditation requests have been approved by Protocol, the focal point will receive the approval notifications via e-mail. Each notification bears a unique reference number. The focal point must ensure that members of the delegation are given a printed copy of their respective approval notification before arriving in New York.

11. To gain access to United Nations Headquarters, accredited delegates will be required to go to the United Nations Pass and Identification Unit (located on the ground floor of the UNITAR Building, at East 45th Street and First Avenue, tel: 1 212 963 7533) with a printed copy of their approval notification and a government photo identification or passport for their grounds pass to be issued.

12. Registration must be in accordance with the names provided in the official letter sent to the Secretary-General of the Review Conference notifying the composition of the delegation (see para. 6 above).

V. Documentation

13. The Review Conference will be a Paper Smart session, meaning that there will be limited circulation of hard copies of documents and no circulation of hard copies of pre-session documents. All documents and all statements for the Review Conference will be made available on its website (www.un.org/en/conf/npt/2015/).

14. Pursuant to the guidelines of the General Assembly on the submission of documentation (in particular, Assembly resolutions 52/214, 53/208 and 59/265), documents submitted by States parties should not exceed 20 pages (10,700 words). It is strongly recommended, however, that documents not exceed five single-spaced pages (2,650 words) to reduce costs, facilitate translation and ensure timely issuance.

15. Given the special circumstances under which the Review Conference and its Preparatory Committee work, States parties are strongly urged to submit pre-session documentation, including reports and lengthy working papers, to the Secretariat up until seven weeks before the start of the Review Conference and by no later than 9 March 2015 to facilitate translation into the official languages and issuance two weeks prior to the session. To comply with these requirements, delegations are encouraged to provide only new information when submitting reports. States parties are requested to submit documents in Microsoft Word to Ms. Bertha Ortiz (ortiz1@un.org) of the Secretariat. It should be noted that e-mail submissions only become valid upon acknowledgement of receipt from the Secretariat.

VI. Side events

16. The space available for holding lunchtime side events during the Review Conference is limited. States and organizations planning to hold a side event utilizing United Nations facilities can, however, apply for consideration by completing the side event request form, which is set out in the annex to the present document, and submitting it to Ms. Junko Hirakawa (hirakawa@un.org) by no later than 27 March 2015.

VII. Exhibitions

17. Those States and organizations wishing to organize an exhibition during the third session are kindly requested to contact Ms. Cassandra Price Taveras (pricec@un.org) by no later than 13 March 2015. The availability of facilities is not guaranteed and applications will be considered taking into account the needs and requirements of the applicant. It should be noted that e-mail submissions only become valid upon acknowledgement of receipt from the Secretariat.

VIII. Secretariat

- 18. The Secretariat may be contacted by telephone (1 212 963 7062).
- 19. A provisional list of Secretariat officials is provided below.

<i>Area of responsibility</i>	<i>Name</i>	<i>Telephone No</i>
Overall management and coordination; support to the President of the Review Conference	Mr. Thomas Markram Secretary-General	1 212 963 0386
Organizational aspects of conference servicing, room allocations, liaison with the Department for General Assembly and Conference Management, the Department of Safety and Security and Protocol	Mr. Valere Mantels Deputy Secretary-General	1 917 367 9254
NGO activities	Ms. Soo-Hyun Kim	1 917 367 3596
Side events for States parties	Ms. Junko Hirakawa	1 212 963 3031
Exhibitions	Ms. Cassandra Price Taveras	1 212 963 1523
Documentation	Ms. Bertha Ortiz	1 212 963 0846
Speakers' lists	Mr. Hong Tan	1 212 963 7062
List of participants	Ms. Lucia Andaya	1 212 963 0386

IX. Accessibility services for persons with disabilities

20. The United Nations has established an accessibility centre located at level 1B of the Conference Building, reachable by the Secretariat escalators, as a part of the conference servicing facilities of the Department for General Assembly and Conference Management. It is aimed at enabling greater participation of persons with disabilities in intergovernmental processes and meetings at the United Nations. State-of-the-art assistive technologies for persons with visual, audio and mobility impairments are available at the Centre. The devices include desktop magnifiers, screen readers, braille and other assistive keyboards, portable DAISY players, hearing aids, bone conduction headsets, specialized mouse, braille note takers and so forth. It will also be possible to charge wheelchairs at various locations in the conference facilities. Trained staff will be available to provide assistance on using the devices at the Centre.

21. As part of measures to make the United Nations more accessible for persons with disabilities, the *Journal of the United Nations* has been made accessible via screen readers for persons with visual impairments. Security Council and General Assembly verbatim records are also being made screen reader friendly. Many parliamentary documents are made accessible upon request. To facilitate the identification of such a document, each of them bears an accessibility logo. The PaperSmart meetings servicing portal is compliant with the Web Content Accessibility Guidelines. Braille prints are made available on request in the six official languages of the United Nations.

Annex

2015 NPT Review Conference lunchtime side event request form (States parties/intergovernmental organizations only) This form must be returned by e-mail to Ms. Junko Hirakawa (hirakawa@un.org) by 27 March 2015. Late and/or incomplete applications will not be considered under any circumstances.			
Part A. Information about side event and organizer			
<i>Please fill out the information exactly as you would like it to appear on the programme of side events.</i>			
1. Title of the side event 2. Organizing State(s)/ intergovernmental organization(s) 3. (If any) Co-organizers			
Part B. Contact information			
<i>The designated contact persons on this request form shall be considered the only authorized persons to make changes to the original request.</i>			
4. Main contact person	Name:		
	Tel.:	E-mail:	
5. Alternate contact person	Name:		
	Tel.:	E-mail:	
Part C. Schedule preference			
<i>All side events shall be held at lunch hour, beginning at <u>1:15 p.m.</u> and finishing <u>by 2:30 p.m.</u> Side event organizer must adhere to the time allocated for its event and ensure that the room is left in a clean and orderly manner by <u>2:45 p.m.</u></i>			
6. Brief description of the event			
7. Preferred date and time	First choice date:	Time:	From To
	Second choice date:	Time:	From To
8. Preferred room capacity (check one)	☐ Less than 50 people ☐ More than 50 people		
Part D. Request for technical equipment and services			
<i>Side event organizers can request technical equipment and services for their events. These services have costs associated with them which organizers must be prepared to cover. Please note that we are unable to provide any computers.</i>			
9. Technical equipment and services	☐ Microphones ☐ Projector ☐ Screen ☐ VGA connector ☐ Other (please specify) ()		
	For availability of any technical equipment/services and their cost estimate, please contact Mr. Nagy Nasr (e-mail: nasrn@un.org, tel: 1 212 963 2783, mobile: 1 917 912 7105).		

By submitting this request form, you shall be deemed to have accepted the following terms and conditions:

- (a) Side event must be open to all participants in the 2015 NPT Review Conference;
- (b) Side event organizers shall be responsible for ensuring access to the United Nations premises by their event participants. The United Nations Office for Disarmament Affairs will not facilitate these arrangements;
- (c) Side event organizers shall be responsible for delivering, storing, distributing and removing their materials for their events. The United Nations will not receive or store any materials on behalf of side event organizers;
- (d) United Nations interpretation services are not available for side events;
- (e) Side event organizers shall be responsible for publicizing their events;
- (f) Catering services must be arranged directly with the CulinArt Group (tel: 1 212 963 7622, website: <https://unitednations.catertrax.com>);
- (g) Confirmation of the programme of NPT side events would place after the deadline. The United Nations will not respond to any request for earlier confirmation. All communication will be directed to the designated contact persons only;
- (h) Side event organizers shall assume full financial responsibility for event-related costs, risks and damages;
- (i) The United Nations may withdraw its confirmation of side events at any time and without incurring any liability in the event of extraordinary unforeseen circumstances.

**2015 Review Conference of the Parties
to the Treaty on the Non-Proliferation
of Nuclear Weapons**

Distr.: General
19 January 2015

English only

New York, 27 April-22 May 2015

**Information for States parties, observer States and
intergovernmental organizations**

Summary

The present document provides preliminary information for participants in the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons (hereinafter "Review Conference"). Additional information will be provided closer to the date of the event.

Documentation and other information, as it becomes available, will be posted on the website of the Review Conference (www.un.org/en/conf/npt/2015/).

* Reissued for technical reasons on 23 January 2015.



I. Dates and venue

1. In accordance with a decision taken at the second session of the Preparatory Committee of the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons, the Review Conference will be held in New York from 27 April to 22 May 2015.
2. The general debate will begin on Monday, 27 April, at 10:30 a.m. in the General Assembly Hall at United Nations Headquarters.

II. List of speakers and general debate

3. The list of speakers for the general debate will be open as from 6 April 2015. States parties wishing to inscribe the names of their representatives on the list of speakers for the general debate are invited to contact Mr. Hong Tan of the Secretariat, room S-3164, tel: 1 212 963 7062, fax: 1 917 367 1767. Speakers' lists for the main committees will be opened at a later stage during the Conference.
4. Given that a large number of States parties are expected to take part in the general debate, the President-designate has indicated that it would be highly desirable for statements not to exceed five minutes so that the general debate can be completed within the envisaged time frame. Representatives speaking on behalf of a group of States are encouraged to deliver statements that do not exceed eight minutes.
5. Delegations are encouraged, whenever possible, to send an electronic copy of their statements, as early as possible in advance of delivery, to papersmart3@un.org. The statements will be available to view and download from the PaperSmart portal upon delivery. The Secretariat kindly requests delegations to provide only 25 hard copies of official statements for the technical services. The United Nations does not provide photocopying services.

III. List of participants

6. With respect to the list of participants, States parties, observer States and intergovernmental organizations are kindly requested to provide information in writing, by no later than 6 April 2015, on the composition of their delegations at the Conference. This information should be sent to the Secretary-General of the Review Conference, Mr. Thomas Markram, Office for Disarmament Affairs, United Nations, Room S-3149, New York, N.Y. 10017, United States of America.
7. To facilitate the preparation and early distribution of the list of participants, it is requested that the composition of the delegations also be made available in electronic format (Microsoft Word or similar format) by e-mail to Ms. Lucia Andaya of the Secretariat (andaya@un.org) by no later than 6 April 2015.

IV. Accreditation and registration procedures

8. Rule 2 of the draft rules of procedure to be adopted by the Conference stipulates that the credentials of representatives and the names of alternate

representatives and advisers shall be submitted to the Secretary-General of the Conference, if possible not less than one week before the date fixed for the opening of the Conference. Credentials shall be issued either by the Head of State or Government or by the Minister for Foreign Affairs. In this connection, States parties are kindly requested to submit their credentials to the Secretary-General of the Conference, Mr. Thomas Markram, Office for Disarmament Affairs, Room S-3149, New York, N.Y. 10017, United States of America.

9. Reference is made to the registration of members of delegations of participating States, specialized agencies, as well as intergovernmental organizations accredited to the United Nations and those invited by the Secretariat but not accredited to the United Nations. Requests for grounds passes must be submitted to the Protocol and Liaison Service by no later than Friday, 10 April 2015.

10. Permanent missions and liaison offices in New York are required to submit their requests using the online accreditation system "eAccreditation" (<http://eaccreditation.un.int>). Information regarding the "eAccreditation" can be found at www.un.int/protocol.

11. United Nations accredited intergovernmental organizations without an office in New York and those invited by the Secretariat but not accredited to the United Nations are required to follow the procedure below:

(a) Submit a letter to the Chief of Protocol, stamped and signed by the head of the organization, with the names and functional titles of the delegation attending the Conference. In addition, the letter must include a name and an e-mail address of the focal point making the request;

(b) Attach an SG.6 form for each member of the delegation (available from www.un.int/protocol, under "Forms");

(c) Send the above-mentioned letter and form or forms to the Protocol and Liaison Service at room S-0201 or by fax to 1 212 963 1921.

Once the accreditation requests have been approved by Protocol, the focal point will receive the approval notifications via e-mail. Each notification bears a unique reference number. The focal point must ensure that members of the delegation are given a printed copy of their respective approval notification before arriving in New York.

12. To gain access to United Nations Headquarters, accredited delegates will be required to go to the United Nations Pass and Identification Unit (located on the ground floor of the UNITAR Building, at East 45th Street and First Avenue, tel: 1 212 963 7533) with a printed copy of their approval notification and a government photo identification or passport for their grounds pass to be issued.

13. Registration must be in accordance with the names provided in the official letter sent to the Secretary-General of the Review Conference notifying the composition of the delegation (see para. 6 above).

V. Documentation

14. The Review Conference will be a Paper Smart session, meaning that there will be limited circulation of hard copies of documents and no circulation of hard copies

of pre-session documents. All documents and all statements for the Review Conference will be made available on its website (www.un.org/en/conf/npt/2015/).

15. Pursuant to the guidelines of the General Assembly on the submission of documentation (in particular, Assembly resolutions 52/214, 53/208 and 59/265), documents submitted by States parties should not exceed 20 pages (10,700 words). It is strongly recommended, however, that documents not exceed five single-spaced pages (2,650 words) to reduce costs, facilitate translation and ensure timely issuance.

16. Given the special circumstances under which the Review Conference and its Preparatory Committee work, States parties are strongly urged to submit pre-session documentation, including reports and lengthy working papers, to the Secretariat up until seven weeks before the start of the Review Conference and by no later than 9 March 2015 to facilitate translation into the official languages and issuance two weeks prior to the session. To comply with these requirements, delegations are encouraged to provide only new information when submitting reports. States parties are requested to submit documents in Microsoft Word to Ms. Bertha Ortiz (ortiz1@un.org) of the Secretariat. It should be noted that e-mail submissions only become valid upon acknowledgement of receipt from the Secretariat.

VI. Side events

17. The space available for holding lunchtime side events during the Review Conference is limited. States and organizations planning to hold a side event utilizing United Nations facilities can, however, apply for consideration by completing the side event request form, which is set out in the annex to the present document, and submitting it to Ms. Junko Hirakawa (hirakawa@un.org) by no later than 27 March 2015.

VII. Exhibitions

18. Those States and organizations wishing to organize an exhibition during the Review Conference are kindly requested to contact Ms. Cassandra Price Taveras (pricec@un.org) by no later than 13 March 2015. The availability of facilities is not guaranteed and applications will be considered taking into account the needs and requirements of the applicant. It should be noted that e-mail submissions only become valid upon acknowledgement of receipt from the Secretariat.

VIII. Secretariat

19. The Secretariat may be contacted by telephone (1 212 963 7062).

20. A provisional list of Secretariat officials is provided below.

<i>Area of responsibility</i>	<i>Name</i>	<i>Telephone No.</i>
Overall management and coordination; support to the President of the Review Conference	Mr. Thomas Markram Secretary-General	1 212 963 0386
Organizational aspects of conference servicing, room allocations, liaison with the Department for General Assembly and Conference Management, the Department of Safety and Security and Protocol	Mr. Valere Mantels Deputy Secretary-General	1 917 367 9254
NGO activities	Ms. Soo-Hyun Kim	1 917 367 3596
Side events for States parties	Ms. Junko Hirakawa	1 212 963 3031
Exhibitions	Ms. Cassandra Price Taveras	1 212 963 1523
Documentation	Ms. Bertha Ortiz	1 212 963 0846
Speakers' lists	Mr. Hong Tan	1 212 963 7062
List of participants	Ms. Lucia Andaya	1 212 963 0386

IX. Accessibility services for persons with disabilities

21. The United Nations has established an accessibility centre located at level 1B of the Conference Building, reachable by the Secretariat escalators, as a part of the conference servicing facilities of the Department for General Assembly and Conference Management. It is aimed at enabling greater participation of persons with disabilities in intergovernmental processes and meetings at the United Nations. State-of-the-art assistive technologies for persons with visual, audio and mobility impairments are available at the Centre. The devices include desktop magnifiers, screen readers, braille and other assistive keyboards, portable DAISY players, hearing aids, bone conduction headsets, specialized mouse, braille note takers and so forth. It will also be possible to charge wheelchairs at various locations in the conference facilities. Trained staff will be available to provide assistance on using the devices at the Centre.

22. As part of measures to make the United Nations more accessible for persons with disabilities, the *Journal of the United Nations* has been made accessible via screen readers for persons with visual impairments. Security Council and General Assembly verbatim records are also being made screen reader friendly. Many parliamentary documents are made accessible upon request. To facilitate the identification of such a document, each of them bears an accessibility logo. The PaperSmart meetings servicing portal is compliant with the Web Content Accessibility Guidelines. Braille prints are made available on request in the six official languages of the United Nations.

Annex

2015 NPT Review Conference lunchtime side event request form (States parties/intergovernmental organizations only)

This form must be returned by e-mail to Ms. Junko Hirakawa (hirakawa@un.org) by **27 March 2015**.
Late and/or incomplete applications will not be considered under any circumstances.

Part A. Information about side event and organizer

Please fill out the information exactly as you would like it to appear on the programme of side events.

1. Title of the side event
2. Organizing State(s)/
intergovernmental organization(s)
3. (If any) Co-organizers

Part B. Contact information

The designated contact persons on this request form shall be considered the only authorized persons to make changes to the original request.

- | | | | | |
|-----------------------------|-------|--|---------|--|
| 4. Main contact person | Name: | | E-mail: | |
| | Tel.: | | | |
| 5. Alternate contact person | Name: | | E-mail: | |
| | Tel.: | | | |

Part C. Schedule preference

All side events shall be held at lunch hour, beginning at 1:15 p.m. and finishing by 2:30 p.m.

Side event organizer must adhere to the time allocated for its event and ensure that the room is left in a clean and orderly manner by 2:45 p.m.

6. Brief description of the event

- | | | | | |
|--|---|-------|------|----|
| 7. Preferred date and time | First choice date: | Time: | From | To |
| | Second choice date: | Time: | From | To |
| 8. Preferred room capacity (check one) | ☐ Less than 50 people ☐ More than 50 people | | | |

Part D. Request for technical equipment and services

Side event organizers can request technical equipment and services for their events. These services have costs associated with them which organizers must be prepared to cover. Please note that we are unable to provide any computers.

9. Technical equipment and services
- ☐ Microphones
 - ☐ Projector
 - ☐ Screen
 - ☐ VGA connector
 - ☐ Other (please specify) ()

For availability of any technical equipment/services and their cost estimate, please contact Mr. Nagy Nasr (e-mail: nasrn@un.org, tel: 1 212 963 2783, mobile: 1 917 912 7105).

By submitting this request form, you shall be deemed to have accepted the following terms and conditions:

- (a) Side event must be open to all participants in the 2015 NPT Review Conference;
- (b) Side event organizers shall be responsible for ensuring access to the United Nations premises by their event participants. The United Nations Office for Disarmament Affairs will not facilitate these arrangements;
- (c) Side event organizers shall be responsible for delivering, storing, distributing and removing their materials for their events. The United Nations will not receive or store any materials on behalf of side event organizers;
- (d) United Nations interpretation services are not available for side events;
- (e) Side event organizers shall be responsible for publicizing their events;
- (f) Catering services must be arranged directly with the CulinArt Group (tel: 1 212 963 7622, website: <https://unitednations.catertrax.com>);
- (g) Confirmation of the programme of NPT side events would place after the deadline. The United Nations will not respond to any request for earlier confirmation. All communication will be directed to the designated contact persons only;
- (h) Side event organizers shall assume full financial responsibility for event-related costs, risks and damages;
- (i) The United Nations may withdraw its confirmation of side events at any time and without incurring any liability in the event of extraordinary unforeseen circumstances.

**2015 Review Conference of the Parties
to the Treaty on the Non-Proliferation
of Nuclear Weapons**

Distr.: General
9 January 2015

English only

New York, 27 April-22 May 2015

**Information for participation by non-governmental
organizations**

The present document provides preliminary information for non-governmental organization participants in the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons. Additional information will be provided closer to the date of the Review Conference. As documentation becomes available, it and other information will be posted on the website of the Review Conference (www.un.org/en/conf/npt/2015/).

15-00270 (E) 130115



Please recycle



I. Dates and venue

1. In accordance with a decision taken at the second session of the Preparatory Committee for the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons, the Review Conference will be held in New York from 27 April to 22 May 2015.
2. The general debate will begin at 10.30 a.m. on Monday, 27 April, in the General Assembly Hall at United Nations Headquarters.

II. Attendance

3. Based on the practice of the previous review conferences and on the relevant rules of procedure of the 2010 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons, which will apply provisionally to the 2015 Review Conference until a final decision on the matter is taken, representatives of non-governmental organizations will be allowed, upon request, to attend the meetings of the Review Conference other than those designated closed, to be seated in the public gallery, to receive documents of the Review Conference and, at their own expense, to make written material available to the participants. Consistent with the Final Document of the 2000 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons, a meeting will be allocated for non-governmental organizations to address the Review Conference.

III. Practical arrangements for accreditation, registration and issuance of identification badges

Accreditation

4. All requests for accreditation must be received by the Secretariat before **6 March 2015**. Such requests should be made through the United Nations Civil Society Network (CSO-Net) by completing an online accreditation form available at <http://bit.ly/1zogseC>.
5. Please follow the instructions on the above-mentioned website. It is advisable to first check whether your organization already has a profile in CSO-Net by searching the profile database at <http://esango.un.org/civilsociety>.
6. If your organization is not part of CSO-Net, please create your organizational profile at <http://bit.ly/1hqZ000>.
7. In so doing, please ensure that you select "ECOSOC consultative status" at "Main objective", regardless of your status with the United Nations, to ensure that the information is transmitted to the CSO-Net administrator. This is for database management purposes only.
8. Those non-governmental organizations that have requested accreditation as stated above will be informed by the Secretariat by e-mail by **13 March 2015** of the outcome of their request. Please bear in mind that individuals requesting accreditation, as well as those planning to attend side events, must be at least 18 years of age. For questions relating to accreditation, please contact Ms. Soohyun Kim (kim12@un.org).

Registration and issuance of identification badges

9. Incomplete registrations and registrations received after the deadline will not be processed. The Secretariat can no longer grant last-minute requests from non-governmental organizations for guest or visitor passes.

10. The registration process involves two steps: online pre-registration and on-site registration of representatives.

11. Online pre-registration will be available to organizations whose accreditation has been provisionally approved. Those organizations are to pre-register online their representatives who will attend the Review Conference by **10 April 2015**.

12. The link to the pre-registration page will be contained in the e-mail notifying organizations of the status of their accreditation. Upon completion of pre-registration, please download a personal registration form and the confirmation letter with the United Nations logo and bring them with you to the on-site registration counter, where access badges will be provided.

13. The on-site registration counter is located on the left side of the lobby of the General Assembly Building (access through the entrance at 46th Street and 1st Avenue). The counter will be open as follows:

Sunday, 26 April 2015	10 a.m.-2 p.m.	
Monday, 27 April 2015	8 a.m.-12.30 p.m.	2-4 p.m.
Tuesday, 28 April 2015- Friday, 1 May 2015	9 a.m.-12.30 p.m.	2-4 p.m.

14. For questions relating to registration, please contact Ms. Soohyun Kim (kim12@un.org).

IV. Facilities

15. To facilitate the participation of non-governmental organizations in the Review Conference, Conference Room C will be made available for use by all accredited non-governmental organizations for their meetings, briefings and side events and for the distribution of official conference documents to their representatives. The non-governmental organization point of contact, Ms. Ray Acheson, will be responsible for the allocation of time and availability of Conference Room C for non-governmental organization briefings and meetings. Her contact details are provided in section VIII.

16. Non-governmental organizations are solely responsible for delivering, storing, distributing and removing their materials (including documents), as well as for all related costs. The Secretariat does not receive or store any materials on behalf of non-governmental organizations. Non-governmental organizations are advised to ensure that boxes or any other containers can be easily opened for security inspection, if requested. The Secretariat will authorize the removal of materials judged to be inappropriate.

V. Documentation

17. Official documents and statements of the Review Conference will be posted on its website (<http://www.un.org/en/conf/npt/2015/>).

18. Non-governmental organizations will be allowed to display documents and other information materials on designated tables located in the Economic and Social Council Chamber and the Trusteeship Council Chamber. A copy of each document should be provided to the Secretariat through the non-governmental organization point of contact before public display.

VI. Presentations

19. Without prejudice to a decision by the States parties as to the programme of work of the Review Conference, it is tentatively expected that a meeting for non-governmental organization presentations will be held on 1 May 2015 from 3 to 6 p.m. As in the past, non-governmental organizations are requested to coordinate among themselves in deciding which representatives will address the Review Conference at that time. The designated non-governmental organization point of contact will provide a confirmed list of speakers, as well as a set of 15 copies of each presentation, to the Secretariat not later than 3 p.m. on 30 April 2015.

VII. Side events and exhibits

20. Side events that can be accommodated within the room allocated to non-governmental organizations will also be scheduled by the non-governmental organization point of contact. To coordinate the calendar of events held in the margins of the Review Conference, the Secretariat would be grateful to receive advance information on events planned by non-governmental organizations. It is important that this information be relayed as soon as possible, in particular should assistance be needed from the Secretariat to facilitate the arrangements.

21. Any request for side events must specify the list of all necessary technical equipment and services. The provision of some technical equipment and services will need to be paid for by the requesting non-governmental organization. Non-governmental organizations must ensure that lecturers, presenters, speakers or any other invitees to their side events have valid security identification badges or otherwise register them as members of their own delegations to the Committee. The information should be transmitted to the Secretariat by the non-governmental organization point of contact by 20 April 2015.

22. Limited space is available for exhibits at the curved wall space on the first floor of the Conference Building and the delegates' entrance.

23. Please contact Ms. Cassandra Price Taveras (priced@un.org) to enquire about the availability of exhibition space and relevant details.

VIII. Point of contact

24. The Secretariat has been informed that the designated non-governmental organization point of contact in connection with participation by non-governmental organizations in the Review Conference is as follows:

Ms. Ray Acheson
 Reaching Critical Will
 777 United Nations Plaza, 6th Floor
 New York, NY 10017, United States of America
 Tel: 1 212 682 1265
 Fax: 1 212 286 8111
 E-mail: ray@reachingcriticalwill.org

IX. Letters of invitation and visas

25. The United Nations is not in a position to provide letters of invitation or letters to consulates requesting that representatives of non-governmental organizations be provided with visas for travelling to the United States to attend the Review Conference. It is the responsibility of such representatives to make their own arrangements for visas, travel and related costs.

<i>Checklist for representatives of non-governmental organizations</i>	<i>Deadline</i>
Requests for accreditation sent to the Secretariat through CSO-Net	6 March 2015
Notification sent by e-mail from the Secretariat to representatives informing them of the status of their request	13 March 2015
Pre-registration online for provisionally accredited representatives	10 April 2015

X. Accessibility services for persons with disabilities

26. The United Nations has established an accessibility centre located at level 1B of the Conference Building, reachable by the Secretariat escalators, as a part of the conference-servicing facilities of the Department for General Assembly and Conference Management. It is aimed at enabling greater participation by persons with disabilities in intergovernmental processes and meetings at the United Nations. State-of-the-art assistive technologies for persons with visual, audio and mobility impairments are available at the Centre. The devices include desktop magnifiers, screen readers, braille and other assistive keyboards, portable Daisy players, hearing aids, bone conduction headsets, specialized mouse and braille note takers. It will also be possible to charge wheelchairs at various locations in the conference facilities. Trained staff will be available to provide assistance in using the devices available from the Centre.

27. Among measures to make the United Nations more accessible for persons with disabilities, the *Journal of the United Nations* has been made accessible by screen readers for persons with visual impairments. Security Council and General Assembly verbatim records are also being made screen reader friendly. Many parliamentary documents are made accessible upon request. To facilitate the identification of such documents, each bears an accessibility logo. The PaperSmart meetings-servicing portal is compliant with the Web Content Accessibility Guidelines. Braille prints are made available, upon request, in the six official languages of the United Nations.
